



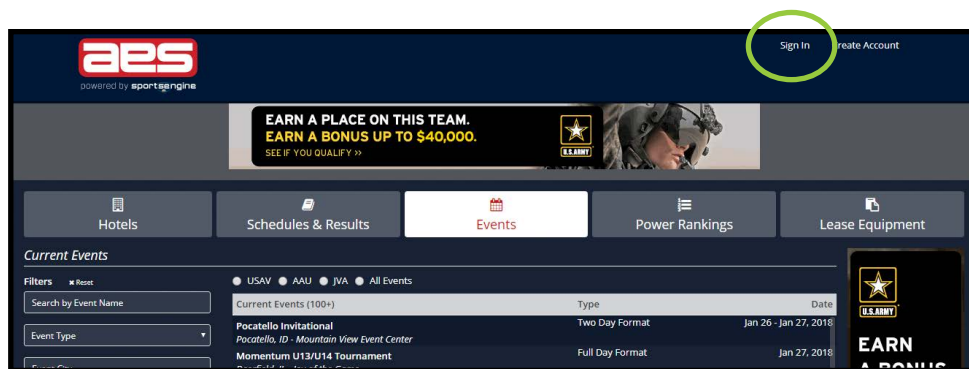
AES RESULTS ENTRY

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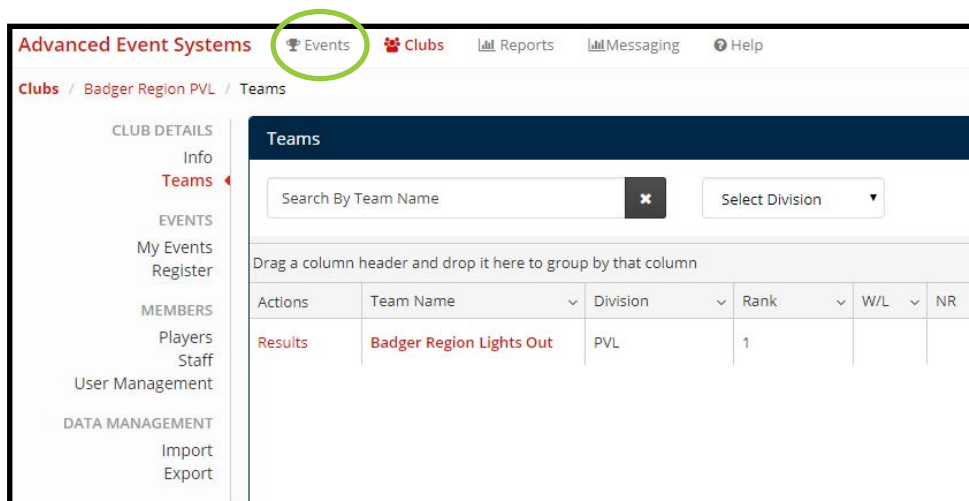
Beginning with the 2017-18 club volleyball season, the Badger Region Volleyball Association began requiring all tournament directors to enter results into AES (AdvancedEventSystems). This would make it easier for tournament ranking committees to better seed teams for big events such as Qualifiers and the Badger Region Championships. These results would also add credibility to the AES ranking system that appears online. The Board of Directors of the Badger Region approved this directive in the spring of 2017.

For all Badger Region-sanctioned events, tournament directors must enter the wins and losses for all matches into AES within two weeks (14 days) of the conclusion of the tournament. Tournament directors who do not fulfill this requirement risk getting fined or will lose the opportunity to host Badger Region-sanctioned tournaments in the future. Have questions? Email membership@badgervolleyball.org.

For instructions on how to enter results in AES, use the following:



1. Log in to AES using your TOURNAMENT DIRECTOR credentials. If your login does not get you into the tournament for which you need to enter results, contact your club or tournament director. Some logins do not grant users 100 percent access to enter results into tournament.



2. Click on Events at the top of the screen to see the events that you have access to as a Tournament Director.

Advanced Event Systems | Events | Clubs | Reports | Messaging | Help

Events / Tournament Director

Views: Events | Search: Event Name | Event Type: All | Status: All

Actions	Event Name	Date	Roster Cutoff	Clubs	Teams	Accepted	Pending
Current Events							
	Badger Region Qualifier 18 (G17/18)	2/24/2018	2/3/2018	15	21	18	3
	Badger Region Qualifier 18 (G12/14/15)	3/10/2018	2/3/2018	11	22	21	1
	Badger Region Qualifier 18 (G13/16)	3/10/2018	2/3/2018	13	18	18	0
	Badger Region Champs 18(G12,G13,G16Op/Cl/Bad/Boys)	3/17/2018	2/3/2018	58	226	214	12
	Badger Region Champs 18(G11,G14,G15Op/Cl/Bad/Boys)	3/24/2018	2/3/2018	55	190	172	18
	Dale Rohde Memorial(B12-14Sat,B15-18Sun)	4/7/2018	2/3/2018	17	65	57	8
	Badger Region Adult Championships 2018	4/7/2018	4/6/2018	1	1	0	1
	Badger Region Champs 18(G17,G18 Op/Cl/Bad)	4/7/2018	2/3/2018	27	51	45	6
Past Events							
	Practice Event 2018(G12-18)	12/31/2017	12/30/2017	28	69	0	67

3. After clicking on events, you will see a list of events that you have access to. Any event that has occurred will appear under "Past Events." For the sake of this example, we will use the "Practice Event" in which we will enter results in. From this screen, click on the magnifying glass to the left of the name of the tournament "Practice Event." This will take you to where you can enter results.

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Tournament Director | Club Director

Team Results

Team	Team Code	Opponent	Opponent Team Code	Event	Event Date	Match Date	Outcome	Scores
No Items To Display								

Add Match | **Import Match(s)**

4. After clicking on the magnifying glass, you will be taken to a screen where you can "Add Match" or "Import Match." To start, we will show how tournament directors can "Add Match" one by one.

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Tournament Director | Club Director

Team Results

Division: ---

Match Details

Team: --- *
 Opposing Team: --- *
 Outcome: --- *

Set #	Score	Opponents Score	Delete
No Items To Display			

Save Match | **Cancel**

5. After clicking "Add Match," you will be directed to a screen with multiple drop downs. Under "Team," select the first team in the match. Under "Opposing Team," select the second team in the match. Under "Outcome," pick the result based on the team listed in the top drop down. Then click on "Save Match" in the lower left. To easily sort the list of teams in your drop downs, you can choose the "Division" from the upper left corner.

The screenshot shows the AES 'Team Results' page. At the top, there is a navigation bar with 'Tournament Director' and 'Club Director' tabs. Below this, the 'Team Results' section has a 'Division' dropdown menu. A 'Match Details' section is expanded, showing:

- Team: Badger GirlsSelect (BNS)
- Opposing Team: Howard Suamico VBC -13s
- Outcome: Lost

 Below the match details is a table with columns: Set #, Score, Opponents Score, and Delete. The table is currently empty, displaying 'No Items To Display'. At the bottom of the match details section, there are buttons for 'Update', 'Add New', 'Save Match', and 'Cancel'.

6. In this example, Badger Girls Select lost to Howard Suamico 13s. Scores are not required by AES. — only the Win, Loss, Tie or Forfeit. Do this for all matches (pool play and playoffs) at the event. Then you are complete.

If possible, we encourage Tournament Directors to update AES like this as the tournament progresses. If this is not an option, doing a “Match Upload” might be better.

This screenshot is similar to the previous one, showing the 'Team Results' page. The 'Add Match' and 'Import Match(s)' buttons at the bottom left are circled in green, indicating the next step in the process.

7. To upload matches in bulk after a tournament is over, click on “Import Match(s) as seen in Step No. 4

The screenshot shows the 'Import Event Results' page for a 'Practice Event 2018(G12-18)'. At the top, there are 'Quick Links' for Event Info, User Management, Divisions, Teams, Officials, Questions, and Reports. The main heading is 'Practice Event 2018(G12-18) - Import Event Results'. Below this, there is a 'Score File:' section with a 'Choose File' button (circled in green), a 'No file chosen' message, and 'Import', 'Back', and 'View Example' buttons. A red asterisk indicates that a CSV file type is required. A warning states: 'DO NOT REPORT TIE BREAKING MATCHES/SCORES. These are used to determine pool rank.' Below this, it says 'Fields are listed in the required Sequential Order - Required fields are listed in BLUE.' The 'Match Import Structure' table is as follows:

FIELD	REQUIRED	SPECIAL NOTES
Team Code	Yes	Length of 11 characters.
Opposing Team Code	Yes	Length of 11 characters.
Outcome	Yes	Must use only the following values: <ul style="list-style-type: none"> • Won • Lost • WonByForfeit • LostByForfeit • Tie
Scores	No	unlimited number of scores per match allowed. Enter all scores as your team score-their team score as follows: 25-10,19-25,25-14.

8. Tournament Directors will next be brought to a location where they can upload a document that has all the results already in them. This can be uploaded by clicking on “Choose File” and then “Import.” The document that is uploaded should be a “CSV (Comma Delimited)” file for best compatibility.

	A	B	C	D	E	F
1	fj2forei1ca	fj788887we	Won	25-17	20-25	25-19
2	fj888885we	fj588884we	Lost	15-25	25-17	18-25
3	fj488881we	fj888886we	WonByForfeit			
4						

9. What should the document that you upload look like? You can click on “View Example” as seen in Step No. 8. and you will see an Excel document like the one above. The first column has the first team code. The second column has the opposing team code. The third column has the result that must be listed as Won, Lost, Won-ByForfeit, LostByForfeit, or Tie. Those are the only options that you can put there. You can then follow it up with scores in the next three columns. (But that is not required).

After entering all the results in the Excel document, save it as a “CSV (Comma Delimited)” file. Then import it into AES. If you have any wrong team codes, AES will not allow you to upload the file. Make sure to enter all team codes correctly at the start. This is also true if you do not put the right words in the “Outcome” column. Misspelling “WonByForfeit” or any of the other words that belong in that column will cause AES to reject the document when you try to upload it.

Team codes can be obtained for your event from the “Teams” page of the event. They can also be obtained from the Badger Region website under “Events” for teams from the state of Wisconsin.



10. If you have questions, email membership@badgervolleyball.org or call the Badger Region office at 262-349-9785.

Also, don't forget to send the Region a “Tournament Report Form” from the event. To do so, go to badgervolleyball.org and click on “Events” then on “Junior Tournament Results.” There you can click on the form that asks you to report who was the site director, who officiated the semifinals and finals, and report any comments or issues at the event.

If a coach or club director from a team at your tournament contacts you to report an incorrect score or nudges you to post tournament results, please be responsive to them, as we all need a little reminder or help fixing our mistakes. It happens.

Thank you so much for your cooperation and willingness to bring legitimacy to all of our Badger Region-sanctioned events.

The Badger Region staff